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## POSITION DESCRIPTION: EXECUTIVE ASSISTANT TO TE KAIHAUTŪ MĀORI AND LEADERSHIP TEAM

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<b>Position:</b>	<b>Executive Assistant to Te Kaihautū Māori and Leadership Team</b>
<b>Position status and location:</b>	This is a permanent position and is based in our Wellington office
<b>Reporting to:</b>	Assistant Secretary Strategy
<b>Staff reports management:</b>	None
<b>Date of PD confirmation:</b>	June 2026

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### **Purpose of this position**

The primary purpose of the role is to provide high level administrative support and services for Te Kaihautū Māori and the Leadership Team, with an additional focus on operational human resource services for the Leadership team in their role as managers of staff. These services include co-ordination and executive support, leading the logistical arrangements for meetings, generating information and resources for the Leadership Team, and liaison with Iwi and Māori organisations internal and external stakeholders. Te Kaihautū Māori and the Leadership Team operate in a complex environment with a diverse range of stakeholders, including employers and government agencies, and the EA is a vital part of the relationship management. The Executive Assistant to Te Kaihautū Māori and Leadership Team is a crucial position within the secretariat team and works closely with the strategy teams and the Leadership Team. The Executive Assistant is part of the executive assistant team supporting the Leadership Team.

### **Our organisational values**

The PSA *Te Pūkenga Here Tikanga* Mahi takes a strategic approach to unionism and our organisational values are:

- Solidarity - Kotahitanga
- Social Justice - Pāpori Ture Tika
- Integrity and Respect - Te Pono me te Whakaute
- Solution focussed - Otinga Arotahi
- Democratic - Tā te Nuinga e Whakatau ai

## Te Tiriti o Waitangi/Treaty of Waitangi

The PSA *Te Pūkenga Here Tikanga Mahi* affirms te Tiriti o Waitangi/the Treaty of Waitangi as the founding document of Aotearoa-New Zealand and is committed to the Treaty principles of partnership, protection and participation in activities pursuant to the purpose and objects of the union, as they relate to the working lives of members.

PSA gives the principles of Te Ao Māori practical application through our policies and strategies to make a positive difference across PSA and our membership.

## Working relationships

Internal	Internal democratic structure	External
Leadership Team Te Kaihautū Māori Te Rāngai Kaitakawaenga Māori Sector Rūnanga Organisers National sector Leaders He Tangata He Ahurea Organising staff EA team Te Rōpū Hautūtanga Organising administrators Strategy teams	PSA Kaumātua PSA President Te Rūnanga o Ngā Toa Āwhina Tuakana & Teina Sector and Rangatahi Māngai Sector Rūnanga Sector committees & networks Members Delegates	Hapū and iwi and Māori organisations Māori MPs Contact persons in enterprises Ministers and MPs offices Government agencies – SSC, DHBs and Departments, Careerforce, Māori recruitment providers Service providers (e.g. catering) CTU and CTU Rūnanga Ergonomic service provider Employers & key contacts Other unions Govt agencies – key contacts

Key Accountabilities	Activities
<b>Support and Assistance</b>	<ul style="list-style-type: none"> <li>• Check and follow up on emails to Te Kaihautū Māori and Leadership Team</li> <li>• Maintain and coordinate Te Kaihautū Māori and Leadership Team diaries</li> <li>• Draft internal and external correspondence</li> <li>• Collate information/papers from staff/external contacts prior to meetings to ensure Te Kaihautū Māori and Leadership Team are timely advised/briefed</li> <li>• Compiling meeting papers</li> <li>• Update on project progress</li> <li>• Liaise with staff to ensure that reporting time frames are met</li> <li>• Take minutes</li> <li>• Produce presentations from material provided</li> <li>• Preparing documents</li> <li>• Arrange meetings</li> <li>• Arrange induction of new organising staff</li> </ul>

Key Accountabilities	Activities
	<ul style="list-style-type: none"> <li>• Arrange video and phone conference calls</li> <li>• Exercise judgement – screening calls and staff queries</li> <li>• Liaise and support for overseas guests</li> <li>• Liaise and support with Iwi and Māori Organisations</li> <li>• Support for staff development</li> <li>• Prepare agendas</li> <li>• Distribution of national and Te Kaihautū Māori and Leadership Team papers</li> <li>• Filing</li> </ul>
<b>General administration duties</b>	<ul style="list-style-type: none"> <li>• To provide administration/clerical support to Te Kaihautū Māori and Leadership Team</li> <li>• Administration duties as requested by Te Kaihautū Māori and Leadership Team</li> <li>• Arrange travel bookings as required</li> <li>• Take phone calls for Te Kaihautū Māori and Leadership Team</li> <li>• Receive and screen mail</li> </ul>
<b>Human Resources co-ordination</b>	<ul style="list-style-type: none"> <li>• Manage the recruitment and selection process for organising staff in close conjunction with Te Kaihautū Māori and Leadership Team</li> <li>• Maintain induction and development material</li> <li>• Arrange and oversee the initial induction for new organising team staff to PSA</li> <li>• Provide information to staff about various employment support processes</li> <li>• Approve sick, annual and domestic leave, and wellness payments for all staff – shared duty with other EAs</li> <li>• H&amp;S orientation to new staff</li> <li>• Collate performance reflection information and training needs</li> <li>• Upload performance reflections to HRSS system</li> <li>• Compile monthly annual leave reports for Leadership Team.</li> </ul>
<b>Administration support for the Leadership Team’ management responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide administration support, documentation and data as required</li> <li>• Assist with annual budget setting</li> <li>• Ensure files are maintained in an accurate and timely manner</li> <li>• Provide administrative support for the staff training and performance development systems</li> <li>• Manage interview, appointment and induction processes</li> <li>• Update HRSS records and personal files</li> <li>• Assist with organiser retirement transition support</li> <li>• Proofing and editing significant documentation</li> <li>• Liaise with and manage support for Te Kaihautū Māori and Leadership Team when dealing with confidential staffing issues.</li> </ul>
<b>Liaison with enterprises and external bodies for Leadership Team</b>	<ul style="list-style-type: none"> <li>• Have a working knowledge of key contact persons within enterprises and external bodies</li> <li>• Follow up with key contact persons within enterprises as directed by Te Kaihautū Māori and Leadership Team</li> <li>• Follow up with key contact persons within external bodies.</li> </ul>

Key Accountabilities	Activities
<b>Project &amp; Event management</b>	<ul style="list-style-type: none"> <li>• Co-ordinate major and significant events, such as staff conference, Hui Taumata and kaupapa Māori hui – national and regional hui other union events</li> <li>• Manage event budgets</li> </ul>
<b>Participate constructively in their team</b>	<ul style="list-style-type: none"> <li>• Work collegially and co-operatively within the wider PSA</li> <li>• Provide support for fellow team members</li> <li>• Comply with PSA policies and strategies</li> <li>• Attend team meetings</li> <li>• Actively participate in all team activities</li> <li>• Respect each other’s view on matters</li> <li>• Joint problem solving</li> <li>• Keep team members informed</li> <li>• Decision making by consensus</li> <li>• Ensure effective and timely handover</li> <li>• Maintain a balance between the autonomy of individual responsibility and team responsibility</li> <li>• Contribute to the mentoring/buddying of less-experienced staff if required</li> <li>• Understand the key tasks within the secretaries’ support team in order to provide cover as required</li> </ul>
<b>Administrative Support for Kaihautū and Leadership Team</b>	<ul style="list-style-type: none"> <li>• Providing Te Kaihautū Māori with administrative support to implement Ngā Kaupapa into the PSA’s industrial and political agenda.</li> <li>• Organising appointments for Te Kaihautū Māori with iwi and kaupapa Māori organisations and other external organisations</li> <li>• Supporting the administrative work for Te Rūnanga o Ngā Toa Āwhina and Sector Rūnanga.</li> <li>• Providing administrative support for Te Kaihautū Māori and Leadership Team.</li> <li>• Making arrangements for Kaumatua and Kuia to attend Te Rūnanga o Ngā Toa Āwhina hui and executive board meetings and other appointments</li> <li>• Assisting Te Kaihautū Māori to manage the Kaihautū, TRONTA, Sector Runanga and Maranga Mai budgets.</li> <li>• Supporting the organisation of Hui Taumata and Sector Māngai hui in consultation with organising committee of TRONTA.</li> </ul>

## Person Specification

### Skills/Attributes

- Sound computer literacy with the Microsoft Office suite of programmes – Word, Excel and Outlook.
- Filing skills
- An understanding of Te Reo Māori me ōna tikanga
- An understanding of Te Tiriti o Waitangi and Te Ao Māori
- An understanding of kaupapa Māori and an ability to apply manaakitanga and whanaungatanga at the workplace
- Have high levels of discretion and judgment, and an ability to work on confidential issues in a discreet manner
- Good communication and interpersonal skills
- Work methodically, systematically and with an eye for detail
- Communicate effectively and in a pleasant way through the phone
- Be approachable and customer focused
- Work to deadlines and under pressure
- Conscientiousness
- Collect and process information
- Adaptable and flexible

### Knowledge

Have demonstrated technical knowledge, understanding and ability in the following:

- Experience in a management support role
- Knowledge of administrative systems and procedures
- Operational experience in the administration of human resource processes
- Understanding of the trade union environment
- Experience in recruitment and induction processes
- Experience in event management.
- Experience in organising kaupapa Māori events
- Understanding of tikanga Māori, Te Ao Māori and kaupapa Māori

### Leadership and Management style in the PSA

The PSA *Te Pūkenga Here Tikanga Mahi* aims to achieve an optimal balance between an empowering leadership style and ensuring sufficient accountability for achieving the strategic outcomes of the union. To this end we support self-managing teams and strive for consensus where possible. National Sector Leader/Support Leader and Strategy Leader roles support democratic team processes and provide the skills and support that teams need to effectively self-manage.

### PSA Employment Principles

The management of the PSA *Te Pūkenga Here Tikanga Mahi* is committed to being a good employer and providing a quality working environment; a process of constructive engagement with staff through their unions; and operating fair, transparent and consistent best practice employment processes and good faith principles.

### Health and safety

Every staff member shall take all practicable steps to ensure their safety and the safety of others at work and that no action or inaction of the staff member causes harm to any other person.

**Professional Development**

PSA staff members attend to their own personal and professional development. They provide collegial support to co-workers and contribute to the mentoring of less experienced staff. Staff will also participate in individual and collective professional development.